
HOSPITAL ADMINISTRATIVE ASSISTANT RESUME

Objective:

To obtain the Hospital Administrative Assistant position and utilize my experience and skills for the successful completion of each job task.

Summary of Skills:

- Certified in Current First Aid and CPR
- Proficient in Microsoft Office – Excel, Visio, PowerPoint, Project, Word and Microsoft Access
- Excellent communication and presentation skills (especially on the telephone)
- Possess current driver's license with a clean driving record
- Skilled at copying, filing, faxing, check requests, mailings and typing of correspondence

Work Experience:

Hospital Administrative Assistant
HBE Corporation, Joliet, IL
August 2005 to till date

- Organized and maintained complex files and researched multiple on-line resources.
- Answered to requests from Hospital Sales Vice Presidents for assigned region.
- Maintained and supported telephone coordination for internal and external clients.

Hospital Administrative Assistant
Hospital Jobs Online, Joliet, IL
May 2000 to July 2005

- Organized and prepared conferences including PowerPoint presentations and handouts.
- Organized and tracked credentialing needs for physicians and advanced practitioners.
- Developed calendars for the physicians, advanced practitioners and Practice Manager.
- Maintained medical dictation of discharge summaries.
- Ordered, maintained and ensured availability of supplies and materials.

Education:

Bachelor's Degree in Secretarial Science
St. Louis University, St. Louis, MO

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